

## 10 Key Questions

# When Choosing Expense Reporting Software

We've put together this handy checklist to guide you through making the best decision for your company's expense reporting software.

**What do you want to accomplish?**

Your needs are unique, so you can't expect all expense reporting systems to work in the same way. Deciding on what matters to you will help your shortlisted vendors detail how they might serve your goals.

**What matters most?**

Decisions have to be made on what to prioritize; this is particularly true to avoid putting two priorities in conflict.

**Who cares about this decision?**

Identifying your stakeholders can help you in the long run to make sure that everyone will be pleased with the final decision. Don't forget about your solution managers, frequent travelers, unions, and work councils.

**Who will take care of solution management?**

How to maintain compliance with various privacy requirements is one consideration to make. How you will control the management of the solution is another.

**How can you ensure user acceptance?**

Users need to get on board with the solution, so you need to make them happy. However, the accounting department also needs to be happy with the system, so you need the right blend of user-friendliness and efficacy.

**What pain points specifically need to be cured by this system?**

Consider how the solution can solve the problems submitted by your administrators, users, and system managers.

**How does expense reporting fit into your current systems?**

One essential consideration is for how your potential vendors will work with (not against or around) your current accounting, HR system, payroll system, banking solution, and credit card provider, not to mention your travel and booking systems. The big question is whether you want tight integrations with your current systems or if you would accept a data-dump that you fit into individual systems.

**What customizations do your requirements require?**

If a high-priority need will require a customization, look for a potential vendor who can make it work even if it means that they challenge your requirement and offer a solution that you didn't expect (particularly if that solution solves the issue and is more efficient).

**Does the system really fulfill all your multi-currency needs?**

A thorough solution will go beyond exchange rates to accommodate for all the complexities of expense reporting, from currency and amount details across companies to exceptions to the standard currency feed.

**How will tax requirements be met?**

When going global, you now have to meet new standards for sales tax, corporate taxes, and consumption taxes based on the country, state, and region. The system should be able to handle exceptions in process and policy.



Contact us! We've got a team of expert professionals who are ready do the heavy lifting for you!